



**Ardmore Police Department**  
23 S. Washington  
Ardmore, OK 73401



Date: May 1, 2008

No. of Pages: 3

Chapter 15, Policy 03

**POLICY: 15-03 UNBIASED POLICING**

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**I. POLICY**

Maintenance of public trust and confidence in the police is critical to effective policing and is achieved largely through fair and equitable treatment of the public. This is a basic requirement of law enforcement and the right of all persons in our society. All persons having contact with members of the Ardmore Police Department shall be treated in a nonpartisan, fair, equitable, and objective manner, in accordance with law, and without consideration of their race, color, national origin, religion, or other individual characteristics or distinctions as defined in this policy.

**II. PURPOSE**

The purpose of this policy is to emphasize the Ardmore Police Department's commitment to unbiased, equitable treatment of all persons in enforcing the law and providing police services.

**III. DEFINITIONS**

*Biased Policing:* Discrimination in the performance of law enforcement duties or delivery of police services, based on personal prejudice or partiality of officers that interferes with their professional judgment, training, departmental policy, and adherence to law. Bias-based policing—also referred to in some instances as "profiling"—includes but is not limited to prejudicial decisions affecting individuals in classes protected by federal and state law. It also includes, for example, persons with whom officers have such "personal involvement" that they cannot act impartially, as defined herein.

*Equal Treatment:* In the present context, equal treatment means that persons, irrespective of race or other distinction, shall be treated in the same basic manner under the same or similar circumstances. This *does not* mean that all persons in the same or similar circumstances can or must be treated *identically* in all cases. Reasonable concessions and accommodations may be, and sometimes should be made, when dealing with individuals with physical or mental disabilities, injury, illness, infirmity, or similar conditions, or when information about them necessitates different treatment.

*Police Service Functions:* Sometimes referred to as community caretaking functions, these are actions and activities that may not directly include enforcement of the law but that contribute to the overall well-being and safety of the public. These include but are not limited to such tasks as assistance at fire scenes, traffic accidents, and medical emergencies, lifesaving services, crime prevention, preventive patrol, traffic control, public information, education, assistance, and similar activities.

**IV. PROCEDURES**

Effective Date: May 1, 2008

Page 1 of 3

#### A. Fair and Equal Treatment

1. Bias-based policing is prohibited both in enforcement of the law and the delivery of police services.
2. Officers may not use race, ethnic background, gender, gender identity, sexual orientation, religion, economic status, age, or cultural group as the sole criteria for determining when or how to take enforcement action or provide police services.
3. Officers must be able to articulate specific facts and inferences drawn from those facts that establish reasonable suspicion or probable cause to take any enforcement action.
4. Officers shall take equivalent enforcement actions and provide equivalent services to all persons in the same or similar circumstances.
5. Officers who cannot make objective judgments uninfluenced by prejudicial views or attitudes, intolerance to or preference for certain individuals that are unrelated to the situation at hand shall, as soon as reasonably possible, request that another officer assume responsibility for the matter.
6. Unless exigent circumstances exist, officers shall not engage in a law enforcement matter when it involves a family member, friend, or relative such that the officer's objectivity may be, or may appear to be, compromised.
7. Officers who are personally involved in enforcement actions shall summon other officers for assistance or intervention where reasonably possible.
8. Nothing in this policy prohibits officers from using the traits and characteristics of persons, such as race, ethnicity, or national origin in *combination* with other facts to assist in establishing reasonable suspicion or probable cause in the same manner that officers would use hair color, height, weight, or gender for such purposes.

#### B. Complaints

1. Officers who witness or who are aware of instances of bias-based policing shall report the incident to their supervisor.
2. The Ardmore Police Department takes seriously allegations of bias-based policing. All such complaints shall be forwarded to the Professional Standards Unit for investigation.
3. The Professional Standards Unit shall maintain data relating specifically to complaints of biased policing. Information shall be provided to the Chief of Police or designated authority in a manner most suitable for administrative review, problem identification, and development of appropriate corrective actions.

#### C. Training

All officers will receive basic and in-service training and, where deemed necessary, remedial training as defined by the training authority on subjects related to police ethics, cultural

diversity, police citizen interaction, standards of conduct, conducting motor vehicle stops, and related topics suitable for preventing incidents of biased policing.

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## STANDARDS:



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David Leonardo, Chief of Police

April 7, 2008

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Date Approved

Ardmore Police Department  
Policy 15-03, Unbiased Policing  
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**Ardmore Police Department**  
23 S. Washington  
Ardmore, OK 73401



Date: February 11, 2008

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Chapter 05, Policy 01

**POLICY: 05-01 STANDARDS OF CONDUCT**

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## **I. POLICY**

Actions of employees that are inconsistent, incompatible or in conflict with the values established by this agency negatively affect its reputation and that of its employees. Such actions and inactions thereby detract from the agency's overall ability to effectively and efficiently protect the public, maintain peace and order, and conduct other essential business. Therefore, it is the policy of the Ardmore Police Department that officers and civilian employees conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in this policy and otherwise disseminated by this agency.

## **II. PURPOSE**

- A. It is the purpose of this policy to provide additional specificity to the standards of conduct embodied in the law enforcement officer's code of ethics and this agency's statement of values so that officers and civilian employees of this agency will better understand prohibitions and limitations pertaining to their conduct and activities while on and off duty.
- B. The rules of conduct set forth in this policy are not intended to serve as an exhaustive treatment of requirements, limitations, or prohibitions on officer conduct and activities established by this agency. Rather, they are intended to:
  - 1. Alert employees to some of the more sensitive and often problematic matters involved in police conduct and ethics;
  - 2. Specify, where possible, actions and inactions that are contrary to and that conflict with the duties and responsibilities of law enforcement officers, employees, and;
  - 3. Guide officers and employees in conducting themselves and their affairs in a manner that reflects standards of department and professionalism as required of law enforcement officers and personnel.
- C. Additional guidance on matters of conduct is provided in regard to specific policies, procedures, and directives disseminated by this agency and from officers' immediate supervisors and commanders.
- D. This directive is for departmental use only and does not apply in any criminal or civil proceeding. The Department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for departmental administrative sanctions.



Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

### **III. APPLICABILITY**

- A. This policy is applicable to all sworn officers and civilian employees of the Ardmore Police Department.
- B. Employees are required to establish and maintain a working knowledge of this policy, of all laws and ordinances in force in the City of Ardmore, and the written rules and policies of the Department and divisions thereof. In the event of improper action or breach of discipline, it will be presumed that the employee was familiar with the law, rule, or policy in question.

### **IV. DEFINITIONS**

- A. Accountability: In the context of this policy, accountability means the duty of all officers and employees to truthfully acknowledge and explain their actions and decisions when requested to do so by an authorized member of this agency without deception or subterfuge.
- B. Conduct Unbecoming an Officer or Employee: Members of the Ardmore Police Department shall conduct themselves, at all times, both on and off-duty, in such a manner as to reflect most favorably on the department. Conduct unbecoming of an Officer or Employee shall include that which may bring the agency into disrepute or reflect discredit upon the employee as a member of the agency, or that which may impair the operation of efficiency of the agency or the employee.
- C. Domestic Violence:
  - 1. An act committed against another individual as defined in Oklahoma law that is intended to result in physical harm, bodily injury, or assault, or,
  - 2. A threat to another individual as defined in Oklahoma law that reasonably places that person in fear of physical harm, bodily injury, or assault.
- D. Officers and Employees. For the purposes of this policy the term "officer" refers to a sworn police employee of any rank. Employee refers to any employee of the agency, whether sworn or civilian.

### **V. PROCEDURES**

- A. General Conduct
  - 1. All Ardmore Police Department employees, regardless of position, rank, or compensation status, shall be provided a copy of this policy and will be responsible for their familiarity and compliance with all applicable provisions contained within.
  - 2. Employees, regardless of rank or position will be responsible for the completion of assigned duties and will be held accountable to their supervisors for the satisfactory performance of those duties.

3. Obedience to Laws, Regulations, and Orders.
  - a. Employees shall not violate any law or any agency policy, rule, or procedure.
  - b. Employees shall obey all lawful orders.
4. Chain of Command. All Ardmore Police Department employees shall utilize the department and City chain of command and comply with all department and City policies, grievance procedures, and protocols when attempting to resolve work related issues, except as otherwise authorized by law or City policy.
5. Conduct Unbecoming an Officer or Employee.

Employees shall not engage in any conduct or activities, on- or off-duty that reflect discredit on the officer or the employee, tend to bring this agency into disrepute, or impair its efficient and effective operation.

6. Accountability, Responsibility and Discipline.
  - a. Employees are directly accountable for their actions through the chain of command, to the Chief of Police.
  - b. Employees shall cooperate fully in any internal administrative investigation conducted by this or other authorized agency and shall provide complete and accurate information in regard to any issue under investigation.
  - c. Employees shall be accurate, complete and truthful in all matters.
  - d. Employees shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation.
  - e. Employees shall make written notice to the Chief of Police upon learning that they are the subject of, or, otherwise involved in any criminal investigation not arising from their official duties, or if they are charged with or cited for any traffic or criminal violation. Such notification shall be made in writing to the Chief of Police via the chain of command within 48 hours of the occurrence.
  - f. Certain hours are allotted to the respective employees of the Ardmore Police Department for the performance of duty on a scheduled basis, but they are required to respond immediately, day or night, in any emergency upon receiving notice that their services are needed. Employees should be aware of situations requiring response by police or other public safety entities at all times, and take appropriate action.
  - g. Employees shall be attentive to their duties at all times.
  - h. Employees are to utilize their duty time in the furtherance of our mission and to enhance our law enforcement efforts.

- i. Employees shall limit any personal business, to include the use of personal cellular telephones and pagers, to that which in no way interrupts the delivery of law enforcement and community service, as well as the productivity of the individual employee.
- j. Employees will check their e-mail and physical mailboxes or distribution boxes at least once during each tour of duty. Those employees with voice mail boxes will check them at least once during each tour of duty.
- k. Employees will return messages in an expeditious manner.
- l. Employees shall not disable their assigned voice mail or e-mail without supervisory approval.
- m. Personal Pagers/Cell Phones. Uniformed employees are permitted to carry personal pagers and cellular telephones. However, while on-duty, the device's ringer must be set to an inaudible mode for incoming calls or left in the vehicle. While on a call or in contact with a citizen, personal calls and/or pages will not be taken.
- n. Commissioned personnel who are off-duty and not wearing the police uniform shall not exercise authority as a peace officer or take enforcement action unless the officer has in his or her possession the official police badge, commission card, and CLEET identification card. Commissioned personnel not in possession of these items, and civilian employees may act only as responsible citizens in observing, reporting, and taking other appropriate non-police action in response to witnessed violations.
- o. Handling Monies and Property.
  - (1) Employees shall deliver to the proper custodian any monies or other property coming into their possession which is not their own and make a report of the transaction.
  - (2) Employees shall not appropriate for their own use any evidence or lost, found, stolen, recovered or City property.
  - (3) Employees shall obtain permission from the Chief of Police or designee, before duplicating any keys or other City property.
  - (4) Employees in supervisory or other assignments of responsibility shall be responsible to maintain proper accountability of property or equipment for which they are responsible.
  - (5) Employees will not use department funds for personal or other unauthorized reasons.
  - (6) Employees will not file false claims.
- p. Responsibility for City Equipment.
  - (1) Ardmore Police Department employees will not abuse City equipment and will immediately report any damages or losses of City equipment to their supervisor.

- (2) Any employee responsible for loss or damage of City property may be required, at the discretion of the Chief of Police, to repair or replace such equipment if it has been proven that willful negligence has occurred.
    - (3) Employees committing such acts may also be subject to disciplinary action.
  - q. Ardmore Police Department employees will utilize City owned or operated equipment for its intended purpose and refrain from use for personal reasons.
  - r. Employees will not misuse, abuse, or improperly use City equipment and will immediately report all damages or losses of City equipment to their supervisor.
  - s. Employees will not improperly use another employee's equipment or any personal equipment used for work related business such as firearms, computers, uniforms, etc.
  - t. An employee of the Ardmore Police Department will not permit any other person to use their badge, I.D. card, uniform, credentials, or any equipment of the police department.
7. Professionalism.
- a. Employees will not engage in actions that amount to harassment towards a citizen beyond police presence.
  - b. Employees will not engage in sexual activity or contact at any time while on-duty or when on-duty or off-duty at any police department facility and/or grounds.
  - c. Employees will not attempt to convert an enforcement contact, (suspect, investigative lead, informant, traffic violator, etc.) into a social relationship.
  - d. Employees are prohibited from:
    - (1) Chewing gum while making personal contacts with citizens in the performance of duties.
    - (2) Smoking or using tobacco products while in public view or while making personal contacts with citizens in the performance of duties.
  - e. No expenditure of money shall be made, or liability incurred in the name of the City of Ardmore or the Department unless authorized in advance by the Chief of Police or a designee. (Not including petty cash purchases, procurement card charges, or use of open purchase orders approved in advance by the appropriate supervisor.)
8. Employees, supervisors, and managers are responsible to maintain accountability for property issued to them, or entrusted to their management.
9. Involvement in Labor Disputes. All employees of the Ardmore Police Department shall remain strictly impartial while performing their assigned duties, or while wearing any



uniform/clothing item identifying them as a City or Police Department employee, while at the scene of a labor dispute.

10. Games of Chance/Gambling. Police employees will not engage in games of chance while on-duty, except with the approval of a supervisory officer and in conjunction with an official investigation.

11. Truthfulness.

- a. Definition – for the purposes of this policy a lie is defined as presenting false material information or concealing material and/or relevant facts or evidence. This can occur by omissions, statements, conduct, or assertions which the employee knows or believes are false, misleading, or deceptive.
- b. Employees will not lie during any department criminal and/or administrative investigation or in matters of legitimate concern to the department, which includes but is not limited to:
  - (1) Submission of departmental reports
  - (2) testifying in court
  - (3) responses to questions by department employees
  - (4) questions about operations issues
  - (5) employee initiated statements
- c. An exception to this policy includes lies which are objectively reasonable, i.e. statements made by officers to suspects during the interview/investigation of a crime.
- d. Employees shall answer questions, truthfully and without subterfuge, that are specifically, narrowly, and directly related to the performance of their official duties or those of another employee, when asked by a supervisor or other individual designated to conduct such questioning as designated by the Chief of Police.

12. Confidentiality

Employees shall not discuss confidential police department matters or information with persons not employed by the department, except when necessary in the performance of official police duties.

13. Conduct Toward Fellow Employees.

- a. Employees shall conduct themselves in a manner that will foster cooperation among members of this agency, showing respect, courtesy, and professionalism in their dealings with one another.
- b. Employees shall not use language or engage in acts that demean, harass, or intimidate another person. (Members should refer to the City's policy on Harassment and Discrimination in the Workplace for additional information on this subject.)
- c. Sworn subordinate ranks and civilian employees will address sworn superior ranks by their appropriate titles.

- d. Employees shall be respectful of superior ranks at all times, recognizing their rank and obeying their lawful orders.
  - e. Employees shall not use contemptuous words towards any superior officer.
  - f. Supervisory personnel shall be respectful of subordinate personnel at all times, recognizing their position with the department and their personal dignity.
  - g. Supervisors shall not use contemptuous words towards any subordinate.
  - h. Gossip. Employees shall refrain from discussing the personal conduct or character of another employee to his/her discredit.
  - i. Criticism. An employee shall not destructively criticize the Ardmore Police Department or its policies, programs, actions, fellow officers, or superior officers, or make any statement which tends to interfere with the reasonable management and discipline of the organization.
14. Pending Disciplinary Actions. Supervisors shall not discuss any aspect of any pending disciplinary action against an employee with anyone other than another supervisory or management employee, the City's legal counsel, the City Manager, or an authorized employee representative.
15. Conduct Toward the Public.
- a. Employees shall conduct themselves toward the public in a civil and professional manner that connotes a service orientation and that will foster public respect and cooperation.
  - b. Employees shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty or service to the public.
  - c. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers and employees shall adhere to the department's use-of-force policy and shall observe the civil rights and protect the well-being of those in their charge.
16. Use of Alcohol and Drugs
- a. Employees shall not consume any intoxicating beverage while on duty unless authorized by a supervisor, and such consumption is in the line-of-duty.
  - b. Employees shall not consume any alcoholic beverage, nor have the odor of an alcoholic beverage on their breath, while in any uniform of the Ardmore Police Department.
  - c. No alcoholic beverage shall be served or consumed on police premises or in vehicles owned or operated by this agency.

- d. An employee shall not be intoxicated in a public place, whether on or off-duty.
- e. No employee shall report for duty with the odor of alcoholic beverage on his or her breath.
- f. No employee shall report for duty while impaired to any degree by the use of alcohol or with a blood alcohol content greater than .00.
- g. No employee shall report to work or be on duty as a law enforcement officer when his or her judgment or physical condition has been impaired by alcohol, medication, or other substances.
- h. Officers must report the use of any substance, prior to reporting for duty, that impairs their ability to perform as a law enforcement officer.
  - (1) Employees taking drugs or medication which may interfere with the performance of his/her job duties shall report the usage of the drug or medication to his/her supervisor via memorandum prior to going on duty.
  - (2) The employee shall report within the memorandum, any such drugs or medications taken within seventy-two hours prior to reporting for duty.
  - (3) The employee shall include the name of the medication, the prescribing physician's name, address, and telephone number.
  - (4) the memorandum shall be forwarded through the chain of command for inclusion in the employee's Department Medical Information file and shall be considered confidential.
  - (5) employees taking such drugs or medication shall determine the possibility of side effects which may interfere with their job performance based upon the prescribing physician's advice, and the pharmacist's advice, and/or the warning on the drug or medication label and notify their supervisor.
  - (6) employees shall be granted all protection provided under the Americans with Disabilities Act and the appropriate civil rights laws. In working with employees who are taking medications that may impact their performance of essential job functions, supervisors shall be aware of the confidentiality and non-discrimination provisions of the law.
- i. Supervisors shall order a drug or alcohol screening test when they have reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol. Such screening shall conform to this agency's policy on employee drug-screening and testing.

#### 17. Use of Tobacco Products

- a. All City of Ardmore buildings are designated as smoke free facilities. Employees as well as visitors are prohibited from smoking in these facilities.

- b. While on duty, a police employee shall not use a tobacco product unless in a designated area and while not conducting police business. Additionally, employees are not permitted to use tobacco products in a vehicle owned or maintained by this agency.
- c. Use of tobacco should be judicious and not in full view of the public in so far as possible.

18. Abuse of Law Enforcement Powers or Position

- a. Employees shall report any unsolicited gifts, gratuities, or other items of value that they receive and shall provide a full report of the circumstances of their receipt if directed.
  - (1) Employees will not solicit, either directly or indirectly, rewards or gratuities for performance of duties or in exchange for police services and will not use their position to seek favors of any kind, for example:
    - (a) The acceptance of free or discounted rent other than those offered to the general public or those approved by the Chief of Police as part of an outside work agreement.
    - (b) Solicitation of off-duty work from victims, suspects, witnesses or businesses.
  - (2) Employees will not engage in any business transaction with a person in police custody.
  - (3) Employees will not engage in bribery or extortion.
- b. Employees shall not use their authority or position for financial gain, for obtaining or granting privileges or favors not otherwise available to them or others except as a private citizen, to avoid the consequences of illegal acts for themselves or for others, to barter, solicit, or accept any goods or services (to include, gratuities, gifts, discounts, rewards, loans or fees) whether for the officer or for another.
- c. Employees shall not purchase, convert to their own use, or have any claim to any found, impounded, abandoned or recovered property, or any property held or released as evidence.
- d. Employees shall not solicit or accept contributions for this agency or for any other agency, organization, event, or cause without the express consent of the Chief of Police or a designee.
- e. Employees are prohibited from using information gained through their position as a law enforcement employee to advance financial or other private interests of themselves or others.
- f. Employees shall not permit the use of the Ardmore Police Department title, position or uniform for commercial advertising purposes, for testimonial recommendations or for other purposes that relate to their duties or responsibilities, nor shall they participate in any such scheme or enterprise.



- g. Employees who institute or reasonably expect to benefit from any civil action that arises from acts performed under color of authority shall notify the Chief of Police in writing via the chain of command immediately upon taking any action to advance their claim.
- h. The Ardmore Police Department will not tolerate threats to cause physical injury or harm to another person by an employee. These threats will be taken seriously by the department. Employees who observe or hear threatening comments or behavior being made by any employee must report the incident immediately to their supervisor. Harming or threatening to harm another employee will result in discipline up to and including termination of employment.

19. Off-duty Police Action

- a. Officers shall not use their police powers to resolve personal grievances (e.g. those involving the officer, family members, relatives, or friends) except under circumstances that would justify the use of self-defense, actions to prevent injury to another person, or when a serious offense has been committed that would justify an arrest. In all other cases, officers shall summon on-duty police personnel and a supervisor in cases where there is personal involvement that would reasonably require law enforcement intervention.
- b. Unless operating a marked police vehicle, off-duty officers shall not arrest or issue citations or warnings to traffic violators on sight, except when the violation is of such a dangerous nature that officers would reasonably be expected to take appropriate action.
- c. Off-duty officers, while driving marked police vehicles, may stop and cite motorists for traffic violations providing the observed violation is hazardous in nature. Officers should keep in mind that the public expects an officer in a marked police vehicle to take enforcement action when a flagrant and hazardous violation is committed in the officer's presence. Other requirements as delineated in the individually assigned vehicle (IAV) program shall be followed.
- d. Off-duty officers while driving privately owned vehicles shall not attempt to stop other motor vehicles for enforcement action unless there is imminent danger of loss of life should they fail to act. Employees wishing to act upon observed hazardous traffic violations may contact the communications center and request a marked police vehicle to respond.

20. Outside Employment/Business Interests

- a. No employee shall engage in any off-duty employment or occupation that is considered detrimental to the department or the City.
- b. No employee or employee's spouse will own, or have a financial interest in, any establishment whose business is of such a nature that it would bring discredit on the department or requires an abnormal amount of police regulation; this includes, but is not limited to:

- (1) Pool halls
- (2) Bars
- (3) Nightclubs
- (4) Adult book stores and theaters
- (5) Massage parlors
- (6) Automobile towing, storage, or salvage business

c. This regulation is not to prohibit employment in or ownership of a commercial enterprise where the primary business includes, but is not limited to, any of the following:

- (1) Sales of food
- (2) Sales of merchandise
- (3) Investments in stocks, bonds, and other securities, (securities must be listed with the United States Securities and Exchange Commission or the Oklahoma Corporation Commission.)

d. Employees are responsible for receiving approval from the Chief of Police prior to investing in a business that may represent a conflict of interest with the Police Department.

e. Outside employment and business interests are also addressed in a separate Policy, titled Off-Duty Work.

21. Officer responsibilities. Officers will:

- a. Preserve the public peace.
- b. Suppress all types of crime.
- c. Detect and arrest law violators.
- d. Protect life and property, and
- e. Enforce the laws of the State of Oklahoma and the ordinances of the City of Ardmore.
- f. Sworn supervisors may direct sworn subordinates to carry out the duties listed above. However, this does not relieve or preclude a sworn supervisor from taking appropriate action as a certified peace officer for the State of Oklahoma.
- g. Specific duty assignments and rank will not alter an officer's obligation to take appropriate police action in situations requiring immediate attention.

22. Prohibited Associations and Establishments

- a. Arresting, investigating, or custodial officers shall not commence social relations with the spouse, immediate family member, or romantic companion of persons in custody or under investigation by this agency.

- b. Employees shall not knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by this or another police or criminal justice agency, and/or who has an open and notorious criminal reputation in the community (for example, persons whom they know, should know, or have reason to believe are involved in felonious activity), except as necessary to the performance of official duties, or where unavoidable because of familial relationships.
- c. Except in the performance of official duties, officers shall not knowingly enter any establishment in which the law of that jurisdiction is regularly violated.
- d. Employees shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies.
- e. Supervisors will not engage in intimate personal (sexual) relationships with subordinates.

B. Public Statements, Appearances and Endorsements

- 1. Employees shall not, under color of authority,
  - a. Make any public statement that could be reasonably interpreted as having an adverse effect upon department morale, discipline, operation of the agency or perception of the public.
  - b. Divulge or willfully permit to have divulged, any information gained by reason of their position, for anything other than its official, authorized purpose; or
  - c. Unless expressly authorized, make any statements, speeches, or appearances that could reasonably be considered to represent the views of this agency.
- 2. Derogatory Remarks or Acts.
  - a. Employees shall not speak, write, or act derogatorily to other employees or persons outside the Ardmore Police Department about official acts, orders, or instructions issued by a supervisor.
  - b. Employees shall not willfully, by written or spoken word, or by an act (except through the authorized grievance procedure), subvert or undermine the City, the Ardmore Police Department or its members or any directive of the agency.

3. Endorsement

Employees may not, under color of authority, endorse, recommend, or facilitate the sale of commercial products or services. This includes, but is not limited to the use of tow services, repair firms, attorneys, bail bondsmen or other technical or professional services. It does not pertain to the endorsement of appropriate governmental or social services agencies where there is a duty to make such endorsements.

C. Political Activity

Employees shall be guided by state law regarding their participation and involvement in political activities. Where state law is silent on this issue, officers and employees shall be guided by the following examples of prohibited political activities during working hours, while in uniform, or otherwise serving as a representative of this agency.

1. Engage in any political activity;
2. Place or affix any campaign literature on City or any government owned property.
3. Solicit political funds from any member of this agency or another governmental agency.
4. Solicit contributions, signatures, or other forms of support for political candidates, parties, or ballot measures on property owned or operated by this agency.
5. Use official authority to interfere with any election or interfere with the political actions of other employees or the general public;
6. Favor or discriminate against any person seeking employment because of political opinions or affiliations.
7. Participate in any type of political activity while in uniform.
8. Utilize any City/Department phone, computer, fax or other equipment for a politically related purpose.

D. Expectations of Privacy

1. Employees shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, departmentally owned or operated vehicles, file cabinets, computers, or similar areas that are under the control and management of this law enforcement agency. While this agency recognizes the need for officers to occasionally store personal items in such areas, employees would be aware that these and similar places may be inspected or otherwise entered – to meet operational needs, internal investigatory requirements, or for other reasons – at the direction of the Chief of Police or his or her designee.
2. No member of this agency shall maintain files or duplicate copies of official agency files in either manual or electronic formats at his or her place of residence or in other locations outside the confines of this agency without express permission of the Chief of Police.

E. Punctuality.

1. All employees shall be punctual in reporting for duty at the time and place designated by their supervisor, or as indicated on department schedules.
2. Failure to notify their appropriate supervisor of any absences or delays prior to the start of the scheduled duty shift by telephone, through person to person contact shall be considered neglect of duty. E-mail or voice mail notification is not considered acceptable notification. In the event that the employee's immediate supervisor is not available, the on-duty supervisor (where applicable) will be notified.



F. Reporting for Duty.

1. It shall be the responsibility of employees who cannot report for duty due to illness or injury to notify their supervisor at least one hour prior to their reporting time or at the opening of business hours in the case of office hour operations.
2. Employees must give a telephone number and address where they can be located during their normal tour of duty.

G. Court/Administrative Appearances.

1. Employees shall be punctual in all court attendance and administrative hearing proceedings in which a subpoena or an appearance request has been properly issued and received.
2. Employees will return all telephone calls received from prosecuting attorneys or attorneys representing the City of Ardmore in a timely manner, as directed by a supervisor and in no case later than the end of the first working day following receipt of the message.
3. Proper Preparation Required. Employees will be properly prepared for all proceedings and will bring all of the necessary or requested evidence and/or paperwork to their scheduled appearance.
4. Proper Attire Required. Employees shall wear proper attire during all pre-planned court or administrative proceedings.

H. Personal Information Notification. The Ardmore Police Department is entitled to have the correct name, current residence address (a post office box alone is not acceptable) and a current telephone number of every employee, and to know whom to notify in case of an emergency.

1. Employees will notify their immediate supervisor in writing not later than the first work day following the date of any change of address or telephone number.
2. All employees shall maintain a working telephone that allows for contact at their place of residence, at a minimum.

I. Recording.

1. Employees/sworn personnel of the Ardmore Police Department will only audio/video record the statements of another City of Ardmore employee after advising or notifying the second or subsequent City employee in the conversation that their statements are being recorded.
2. This declaration must be made each time a new City of Ardmore employee becomes involved in the conversation.
3. This does not preclude the recording of conversations of any persons for criminal investigations purposes.

4. The Chief of Police may authorize an employee or officer to record a City or Police Department employee without their consent when it is deemed necessary according to the provisions listed below. In the absence of the Chief of Police, or during the tenure of an acting Chief of Police, such authorization must come from the City Manager.
  - a. Such authorization must be issued in writing in duplicate. One copy to be provided to the employee authorized to make the recording, and the other copy to be filed with the Professional Standards Unit files of the Ardmore Police Department.
  - b. Such authorization will only be made in the case of allegations of serious misconduct.
  - c. The Chief of Police, through the Professional Standards Unit, will provide annual reporting for any uses of recording as listed above in this section. Accounting of use, if any occurs during the year, will be attached to the annual report of administrative investigations completed by the Professional Standards Unit.

J. Public Appearances.

1. Ardmore Police Department employees shall not make public appearances in which the Ardmore Police Department, its employees or departmental policy will be the topic of discussion without obtaining prior authorization from the Chief of Police or designee.
2. Exceptions:
  - a. This shall not prevent the release of legitimate public information concerning daily police activities to the press, radio, or television. Inquiries of this type shall be referred to the on-duty supervisor or the Police Department's Public Information Officer.
  - b. Units or individuals may be approved to make specific presentations as authorized by the Chief of Police or designee.

K. Professional Memberships.

1. Ardmore Police Department employees must receive written approval from the Chief of Police prior to accepting professional memberships when such memberships could require an employee's active participation while being compensated by the City (i.e., conducting membership duties during duty hours or in order to fulfill membership obligations).
2. Once a professional membership has been approved, employees must receive permission from the Chief of Police prior to running for or accepting any office in that organization.

L. Specific Departmental Infractions:

1. Any conduct unbecoming an employee of the Ardmore Police Department.
2. Neglect or inattention to duty.

3. Falsification or exaggeration of a time sheet.
4. Malfeasance (Performance of an unlawful or unauthorized act)
5. Misfeasance (Performance of authorized duties, tasks, responsibilities in an improper or negligent manner.
6. Nonfeasance (Failure to perform required tasks and duties or to carry out assigned responsibilities)
7. Cowardice.
8. Competent discharge of duties. All Ardmore Police Department employees shall perform their job duties in a professional and competent manner as expected by the department based upon any or all of the following:
  - a. Formal training.
  - b. In-service and/or on-the-job training.
  - c. Job specifications.
  - d. Performance standards.
  - e. Past established accepted practices.
  - f. Supervisory guidance and/or direction.
9. Disobedience of a lawful order.
10. Failure to report for duty at a specified time(s).
11. Leaving an assignment without being properly relieved or authorized to leave.
12. Absence from duty without leave (AWOL).
13. Using coarse, profane or insolent language to any member of the department, the City or any citizen.
14. Insubordination.
  - a. The failure by an employee to perform a task or to comply with a lawful order given by a supervisor.
  - b. All employees shall obey and properly execute any lawful order emanating from a superior or a supervisor whether oral or written.
  - c. Any employee whose speech or conduct to a superior or supervisor is discourteous, abusive, profane, or threatening shall be deemed to be insubordinate.

- d. Employees who disagree with an order or direction of a superior shall immediately obey the order and may question or grieve the order through the appropriate venue in a timely manner, which shall not interfere with the safe or efficient operation of the department.
  - e. If conflicting lawful orders are given or received the employee should so advise the supervisor giving the most recent order and ask for clarification.
- 15. Disrespect to a superior officer.
  - 16. Disrespect to a citizen.
  - 17. Refusing to give badge number or name when requested.
  - 18. Failing to address grievances on date and on time.
  - 19. Perjury.
  - 20. Failure to take proper care of or to properly account for equipment.
  - 21. Faking sickness or injury to escape duty.
  - 22. Any employee who has knowledge of any infraction of departmental rules and regulations and does not report the infraction to his or her immediate supervisor or to the Chief of Police will be subject to disciplinary action.
- M. Accepting Fees for Jury Duty, Apprehending AWOLS.
- 1. Any employee of the Ardmore Police Department, who appears in a civil suit while off-duty, on vacation or compensatory time, and is not being compensated by the department, may retain all fees received for such appearance.
  - 2. Any employee who receives a fee or reward for his/her involvement in apprehending an AWOL military member, for assistance rendered to other agencies, shall surrender such fees or rewards to the City of Ardmore.
  - 3. Any employee who receives a fee or reward while on-duty shall turn such fees in to the City of Ardmore Finance Department. They will issue the employee a receipt, and a copy shall be forwarded to the Chief of Police via the chain of command.
  - 4. Employees who are providing services through approved part-time or off-duty employment shall be entitled to retain such fees.

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**Standards:**





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David Leonardo, Chief of Police

Ardmore Police Department  
Policy 05-01, Standards of Conduct  
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**02-07-2008**

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Date Approved



**Ardmore Police Department**  
23 S. Washington  
Ardmore, OK 73401



Date: November 1, 2008

No. of Pages: 4

Chapter 5, Policy 06

**POLICY: 05-06 CORRUPTION PREVENTION**

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**I. Policy**

It is the policy of the Ardmore Police Department to establish proactive procedures to prevent corruption, to investigate complaints or allegations of corruption, and to administer appropriate administrative punishment or criminal prosecution where corrupt acts are confirmed.

**II. PURPOSE**

The purpose of this policy is to prevent corruption in the Ardmore Police Department and to prescribe actions to be taken in the event that corruption is alleged and/or identified.

**III. DEFINITIONS**

- A. *Corruption*: Corruption is defined as "acts involving the misuse of authority by a police officer in a manner designed to produce personal gain for the officer or others."
- B. *Supervisor*: Both sworn and civilian employees assigned to a position having day-to-day responsibility for management and oversight of subordinates and/or who are responsible for commanding a work element.

**IV. PROCEDURES**

**A. Establishment and Maintenance of Professional Standards**

**1. Philosophy, Goals, and Values**

The Ardmore Police Department will maintain, periodically review, and update a statement of agency philosophy and values that explicitly states its goals, values, and general philosophic approach to policing. This statement will appear in the first section of the policy manual and will be taught to all new employees. Supervisors will periodically review this statement of philosophy and values with subordinates.

**2. Code of Ethics:**

This agency will maintain, periodically review, and update a code of ethics. Each new employee will be required to read and sign a copy of the code of ethics to signify that the standards of conduct set forth therein are understood and will be followed.

**3. Rules of Conduct (ROC):**

The Rules of Conduct shall be included in the agency policy manual to emphasize their significance. New employees will be instructed in the ROC, and they will be reviewed annually for relevance, timeliness, adequacy, and completeness.

**B. Proactive Prevention Measures**

1. Specific officers will be appointed or a separate unit will be established to manage corruption prevention measures. Responsibilities include the following:
  - a. Review of citizen and internal complaints for indicators of misuse of police powers for personal gain;
  - b. Review of the findings of internal affairs investigations for patterns that are indicative of corrupt police behavior;
  - c. Review duty assignments to ensure that periodic rotations are occurring according to agency policy;
  - d. Investigate any citizen complaint in which corruption is suspected;
  - e. Where consistent with state law, review overtime pay assignments, employee income and, in special cases, employee federal income tax returns to investigate suspected or reported instances of corruption or determine if patterns emerge indicative of corrupt activities;
  - f. Review the findings of inspections reports to identify indicators of corruption;
  - g. Provide effective means for citizens and department employees to report behavior indicative of corruption; (Citizens and department members are encouraged to report both commendatory behavior and suspicious behavior.)
  - h. Provide reports to the agency Chief of Police and to the community with regard to the number of corruption cases investigated and the number sustained; and
  - i. Provide public education necessary to promote citizen awareness of corruption and to assist the agency in maintaining the integrity of the police service.
2. Responsibilities of Unit Supervisors
  - a. Supervisors play a key role in preventing corruption and therefore, to the degree reasonable and appropriate, will be held accountable for corruption that occurs under their assigned area of supervision or command.
  - b. Supervisors are responsible for reporting any suspicious behaviors—which may include duty related, personal, or off-duty activities—that indicate corruption.
  - c. Commanders are responsible for monitoring the activities of their subordinate supervisors and will be especially vigilant with regard to supervisors' concern for accountability and integrity within their respective units.
  - d. The associated performance of supervisors and commanders will also be reviewed when a subordinate is charged with a corruption violation.
  - e. The inspections authority shall ensure that a reasonable portion of inspections are directed towards discovering corruption violations and situations that are conducive to violations.
  - f. The Professional Standards Unit Investigator is required to immediately notify the agency Chief of Police when serious corruption is suspected.
  - g. The personnel officer shall provide an annual report of duty assignments to the agency Chief of Police that indicates the longevity of assignments in the units listed below. Assignments in these units shall be rotated periodically according to agency policy or at the discretion of the agency Chief of Police.

- Drug enforcement
- Criminal Investigations
- Professional Standards Unit

### 3. Training Section

The Training Manager will be responsible for providing training in the areas of corruption prevention, ethics, integrity, and professional standards for all levels of the department.

### C. Responsibilities of All Employees:

1. The code of ethics will be regarded as a working and applicable document.
2. Employees are responsible for providing information in a timely manner to their supervisor or a command-level officer when corrupt practices are suspected or known to have taken place.

### D. Special Responsibilities

#### 1. Managers

- a. This agency acknowledges the fact that command and supervisory behavior sets an example to subordinates. Therefore, managers are responsible for being especially aware of the impression or image they present to subordinates by either word or deed. Corruption violations on the part of managers will be vigorously prosecuted.
- b. Managers will participate in the recruitment, selection, and training processes with an acute awareness that integrity in the workplace correlates with the quality of the employee.
- c. Managers will provide an award process to recognize those employees who maintain performance consistent with or that exemplify the high ideals and integrity of police service and the professionalism of the agency.

#### 2. Specific and Critical Policies and Procedures:

##### Narcotics and/or Drug Enforcement

- a. Two or more officers should be present to effect any arrest resulting from a planned drug operation.
- b. All confidential informants and drug buys will conform to control, bookkeeping, and accountability procedures detailed in this agency's policies and procedures.
- c. All evidence will be processed strictly according to the policies and procedures governing the property and evidence functions.

### E. Response to Corruption Allegations

1. Whenever there is a suspicion that a complaint or an administrative investigation will result in a charge of corruption, the following procedures will be followed:



- a. The agency Chief of Police will be notified immediately and will be responsible for notifying appropriate city officials.
- b. Information will be released to the public as determined by the Chief of Police. If a complaint is prosecuted criminally, the Chief of Police will authorize release of information appropriate to the public.
- c. Any criminal investigation will receive full cooperation of this agency and all employees, to the extent permitted by law.
- d. An after-action review will be conducted to determine the cause(s) of corruption and to recommend any system changes or modifications designed to prevent recurrence.

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**Standards:**



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David Leonardo, Chief of Police

October 27, 2008

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Chapter 05, Policy 03

**POLICY: 05-03 ADMINISTRATIVE INVESTIGATIONS AND DISCIPLINE**

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**I. POLICY:**

- A. It is the policy of the Ardmore Police Department to investigate all complaints against the agency, or of alleged employee misconduct, to equitably determine whether the allegations are valid or invalid, and to take appropriate action. This policy provides for supervisory investigation of routine disciplinary matters without initiating a formal complaint. The policy objectives are:
1. Protection of the Public: The public has the right to expect efficient, fair and impartial law enforcement. Therefore, any misconduct by department personnel must be detected, through a thorough inquiry/investigation and properly adjudicated to ensure the integrity of the agency.
  2. Protection of the agency: The agency is often judged and evaluated by the conduct of individual members. It is imperative that the entire agency not be subjected to public censure because of the misconduct by a minority of its personnel.
  3. Protection of the employee: Employees must be protected against false allegations of misconduct. This can only be accomplished through a consistently thorough, objective and fair inquiry/investigative and review process.
  4. Correction of policies and procedures: The agency is constantly seeking to improve its efficiency. Occasional inquiries/investigations disclose policy or procedure failures that would otherwise go undetected. These failures can then be corrected.
  5. Training issues: Some complaints are due to training issues. In these cases complaint inquiries/investigations assist the department in developing training or requiring additional training for particular employees.
- B. This policy applies to Ardmore Police Department administrative investigations only, and not to the procedures of a criminal investigation involving an Ardmore Police Department employee.

**II. PURPOSE:**

The purpose of this policy is to provide the established City of Ardmore Police Department philosophy to its employees as to the procedures and guidelines utilized for conducting administrative investigations and administering discipline/corrective action that its employees shall adhere to. The purpose of an administrative investigation is to determine the facts of any

incident that occurred which will allow the administration to correct any and all problems that may be identified.

**III. DEFINITIONS:** Administrative Investigation – a non-criminal investigation, ordered by the Chief of Police, to determine the facts of what occurred in response to an alleged or suspected violation of an established rule, regulation, policy or procedure.

- A. Formal Complaint – An allegation of misconduct where the complainant is requesting and administrative investigation or is willing to cooperate with the administrative investigation process or where the initiating supervisor deems the allegation to be of a potentially serious nature which may warrant discipline and/or corrective action.
- B. Informal Complaint – A complaint that involves allegations of a non-serious nature where the complainant elects not to pursue a formal complaint process. The complainant may simply request notification be made to the employee's supervisor regarding the incident and their dissatisfaction with the service level provided.
- C. Inquiry – The investigative process conducted by the initiating supervisor to determine and document the appropriate level of disciplinary and/or corrective action.
- D. Complaint Investigator – The complaint may be assigned to a designated employee, an appropriate outside agency or other individual qualified by training or experience to conduct administrative or criminal investigations into allegations of employee misconduct.
- E. Notice of Investigation (NOI) – Notification of Administrative Investigation (Notice of Investigation – NOI). The written notification to an employee that details their involvement within an open administrative investigation.
- F. Employee/Person Status – (The status of an employee may change during the investigative process.)
  - 1. Complainant – the person who alleges a violation. This can be a department member or a subject from outside the department's employ.
  - 2. Witness – a person, who was present during the incident, and who the investigating supervisor reasonably believes is not involved in any alleged violation of a rule, regulation, policy, or procedure. This can be a department member or a subject from outside the department's employ.
  - 3. Investigative Lead – an individual who may have information regarding the matter being investigated, who was present during the incident, and/or may be involved in the suspected violation.
  - 4. Subject Employee – an employee, who through the investigative process, was alleged to have violated the rule, regulation, policy or procedure.
  - 5. Accused Employee – an employee, following a sustained finding in an administrative investigation, who is formally accused, by the department following a sustained finding of allegation(s) of violation(s) of policy, rule(s), regulations(s), or procedures(s).
- G. Allegation – an act by an employee that is the commission of any prohibited act or the

omission of any act that is required. An allegation may encompass the violation of several regulations and policies, but each allegation is a separate act. Each rule violated during a single act is not a separate allegation.

- H. Discipline/Corrective Action – the action administered to an employee, by a supervisor to correct the behavior of an employee and reaffirm or establish a standard of behavior for the employee and other members of the department.
- I. Progressive Discipline – the administering of discipline/corrective action to an employee which increases in severity to correct similar or related acts committed by an employee which occur within close proximity of one another or represent a pattern of non-compliance with department or city policy. The acts or behavior may or may not be the same violation of a specific regulation, policy, and/or procedure.

#### **IV. PROFESSIONAL STANDARDS**

- A. The Professional Standards Unit is an extension of the Office of the Chief of Police.
- B. The Chief of Police will direct and supervise the Professional Standards Unit with the responsibility for the supervision and direction of the assigned personnel.
- C. The Professional Standards Unit shall be responsible for the following, under the direction of the Chief of Police.
  - 1. Assisting in maintaining department integrity.
  - 2. Protecting innocent members/employees.
  - 3. Identifying police misconduct so those members may be retrained, corrected and/or disciplined through proper administrative action(s).
  - 4. Referring complaints that allege departmental policy, procedure, or service deliver error(s) to the appropriate commanding officer through the Chief of Police.
  - 5. Coordinating and expediting all administrative investigations and citizen complaints and conducting specific investigations at the direction of the Chief of Police.
  - 6. Assisting other supervisors with their administrative investigations.
  - 7. Maintaining the department's administrative investigation files.
  - 8. Conducting inspections and audits at the direction of the Chief of Police.
  - 9. Performing administrative or other duties as directed or assigned by the Chief of Police.
  - 10. Maintaining statistical records regarding internal investigations. An annual summary report shall be completed and forwarded to the Chief of Police for review and disseminated in the department's annual report.
  - 11. The Professional Standards Unit is required to complete an annual administrative review of agency practices including citizens concerns reference Bias Based Profiling.



12. Performing a review of legislation and case law that may affect the professional standards function or complaint review policy.

## **V. SECURITY AND CONFIDENTIALITY**

- A. Completed complaint files are protected by the Oklahoma Open Records Act and will be maintained in a secure area.
  1. Any file removed from the immediate secured area, to be viewed, or copied in part or whole shall be noted.
  2. Any file or portion of any file which is confidential, when copied, should be stamped or otherwise indicated as "CONFIDENTIAL."
- B. All original material to include reports, documentation, video, audio or other electronic recordings and any other evidence is part of the case file and shall be submitted to the Professional Standards Unit upon completion of an investigation.
- C. The completed case will be submitted expeditiously to the Chief's office. To ensure confidentiality, the case will be hand delivered, or if that is not possible, it will be forwarded in envelopes or by other means that will reasonably provide confidentiality.
- D. All correspondence pertaining to the investigation to and from the Chief's office, and the case investigator will be hand delivered, or if that is not possible, will be forwarded in envelopes or by other means that will reasonably provide confidentiality.
- E. The investigator is permitted to discuss the investigation only with a supervisor in the employee's chain of command and the subject employee unless otherwise approved by the Chief of Police.
- F. Only the Chief of Police and his or her designees shall have access to the completed administrative investigation case files.
- G. All SUSTAINED case files will be retained by the Ardmore Police Department for the time the involved employee(s) are employed by the agency, or five (5) years, whichever is longer.
- H. All other case files will be retained by the Ardmore Police Department for five (5) years, and then will be destroyed in accordance with City policy addressing the destruction of public records.
- I. Any department supervisor may obtain certain information from these files concerning employees under their supervision (on a need-to-know basis), by contacting the Professional Standards Unit or the Chief of Police.
- J. If the investigation is concluded with a finding of SUSTAINED, and discipline is rendered in the form of a letter of reprimand, or the proposed discipline is a suspension from duty without pay or greater, the Chief of Police or a designee, if requested, shall provide the accused employee with a complete copy of the investigative materials utilized as a basis for the discipline/corrective action administered.

1. Other employee(s) listed within the investigative report, such as witness(es), complainant(s), or investigative lead(s), shall not be entitled to copies of items other than their own memoranda or written statements.
- K. Public Records Access: Whenever an employee's departmental records (personnel, training, administrative investigations, discipline, etc., are requested via a request for public records, the employee shall be notified by the Chief of Police or a designee, prior to the release of any record.

## **VI. PROCEDURE:**

- A. All complaint investigations require a full and comprehensive investigation and report.
- B. Receiving Complaints
  1. When a person indicates that they desire to make a complaint that meets the definition of this policy, that complaint will be taken. No employee shall attempt to discourage, interfere with, or delay an individual from making a complaint.
  2. Complaints shall be accepted from any rational person by any supervisor of the Ardmore Police Department who is approached for such assistance.
  3. If a person with a complaint approaches non-supervisory personnel, the complainant shall be immediately referred to the most available supervisor. Whenever possible, the Shift Commander should be the individual who receives a complaint.
  4. The receiving supervisor will complete an APD Complaint and Inquiry Form on all complaints and expeditiously forward it to the Professional Standards Unit. This form is for internal use and is not intended to be completed by the complainant. If the complainant supplies a written statement of allegations or other documentation, it shall be included as an addendum with the complaint form.
  5. The Professional Standards Unit staff member shall review the APD Complaint and Inquiry Form with the Chief of Police. A decision will be made on how to handle the complaint. If assigned for a formal investigation, a file number and an investigator will be assigned.
  6. If the complaint is reported within the same time frame that the incident allegedly occurred, a preliminary inquiry/investigation will be completed by the Shift Commander or designee.
  7. Complaints will be accepted from juveniles with express written permission from their parents or guardians.
  8. Complaints may be given in person, over the telephone, in writing or by a third party. Legal claims and published letters or articles may be cause for the department to initiate an inquiry.
  9. Specific types of complaints covered by separate City of Ardmore Policies (i.e., sexual harassment or other types of discriminatory conduct) may be made in accordance with those policies.

C. Complaints Involving Serious Criminal Allegations

1. When serious criminal allegations involving an employee of the Ardmore Police Department are received, the Chief of Police shall be notified immediately. If the complaint is received after normal duty hours the Chief of Police or in his absence, the Acting Chief of Police shall be notified.
2. If the alleged criminal misconduct allegedly occurred within the jurisdiction of the Ardmore Police Department, the criminal aspect will be assigned to the Investigative Services Division.

D. Assignment and Authority of the Complaint Investigator.

1. The Chief of Police or a designee shall assign the complaint investigator.
2. The assigned complaint investigator is an extension of the Office of the Chief of Police and acts as a direct representative of the Chief in matters pertaining to the investigation. All employees of the agency will respond to requests from the complaint investigator just as they would respond to requests from the Chief of Police.

E. Investigative Procedures.

1. Investigation of Complaints containing non-critical allegations:
  - a. The employee's immediate supervisor will conduct an informal inquiry into the allegation(s) and report the findings of this inquiry and any action that may have been taken on a counseling statement form. This completed form will then be placed into the supervisors working file.
  - b. Inquiries into complaints that do not contain critical allegations of misconduct may be recorded at the discretion of the investigator. All rights of law enforcement officers under investigation will be afforded to the involved officer.
  - c. If, during the inquiry into non-critical allegations, a critical allegation is identified, the supervisor will immediately cease the inquiry and report the findings to the Chief of Police who will determine investigative responsibility.
2. Investigation of complaints containing critical allegations:
  - a. During the investigation of critical allegations, the employee(s) under investigation will be afforded all of the rights of law enforcement officers while under investigation.
  - b. The interview session in this type of investigation will be recorded.
  - c. During the investigation of formal complaints containing critical allegations, if the complainant refuses to cooperate in the investigation by failing to make or sign necessary statements, continually breaking appointments, etc., the investigating officer will properly document this failure to cooperate and may request approval from the Chief of Police to close the investigation with no findings. Should this occur, the incomplete investigation will then be forwarded to the Chief of Police for

determination of appropriate actions to be taken.

d. After the completion of the investigation into critical allegations, the investigator will provide the following information to the Chief of Police or designee:

- (1) Transcripts (if made) and tape recordings of all interviews made during the investigation.
- (2) copy of the original complaint.
- (3) copy of the Notice of Investigation
- (4) log of investigative activities (if completed)
- (5) summary report of recommended findings.
- (6) Other pertinent supportive materials such as police reports, photographs, etc.

e. The completed investigative report will report only facts determined during the investigation, and recommendations for findings by the investigator.

f. The Chief of Police or the City Manager may accept, modify, reject, or make separate findings.

3. Administrative and Criminal interview protocols.

a. Interview for Administrative purposes:

(1) If the investigator wishes to compel an employee to answer questions directly related to their official duties or fitness for office, the investigator shall advise the employee that:

(a) No answer given or any information obtained by reason of such statements may be admissible against the employee in any criminal proceeding.

(2) The purposes of the interview is to obtain information to determine whether disciplinary action is warranted. The answers obtained may be used in disciplinary proceeding resulting in reprimand, probation, demotion, suspension, or dismissal.

(a) All questions specifically related to the employee's conduct and relates to the employee's employment status must be fully and truthfully answered. Refusal to answer may result in disciplinary action for insubordination.

(b) In an interview for administrative purposes, Garrity rights are required. Further, the foregoing rules are inconsistent with the Miranda warning required in criminal investigations, in that employee's statements cannot be used as evidence in criminal proceedings. They may, however, be used as evidence in an administrative proceeding.

b. Criminal investigation interviews:



- (1) This policy addresses administrative investigations. The rules, case decisions and protocols relating to criminal investigations remain the same whether or not the individual being investigated is a law enforcement employee
- (2) If the Chief of Police believes that criminal prosecution is a possibility, and wishes to use statements obtained in the administrative investigation the investigator shall:
  - (a) Advise the employee of their Miranda rights.
  - (b) Advise the employee that if they assert their Miranda rights and decline to answer questions in the criminal investigation, no adverse administrative action will be taken based upon the refusal.
  - (c) If the employee decides to answer questions at this point, the responses may be used in both criminal and disciplinary proceedings.
  - (d) The Miranda warning includes the provision that a lawyer may be present at an interview. Although technically the employee has not right to counsel until the employee has been criminal charged or their freedom of action has been deprived, the department wishes the employee to have the option. The department wishes not possibility to arise in which its actions might be construed as coercive.
  - (e) The governing case is Gardner vs. Broderick, 392 US 273, 88 S.Ct. 1913, 1916, (1968). The case made clear that a public employee may not be fired for asserting their Fifth amendment right not to incriminate themselves while being investigated for a criminal offense.
- c. The investigating officer will adhere to the current labor unit contract regarding investigation of complaints.
- d. Weingarten Doctrine
  - (1) Police Officers are entitled to union representation, when requested by the employee, when the employee believes that an employer-initiated investigatory interview might lead to disciplinary action, and the employer compels the employee's participation in the interview. However, no representation is required if the supervisor assures the employee that no discipline will result from the interview.
  - (2) employees are entitled to representation under the following circumstances:
    - (a) the employee must request representation.
    - (b) the investigator/supervisor has a right to refuse representation without explanation but in doing so the employee has the choice of then refusing to be interviewed.
    - (c) the representative present during an investigatory interview is only present for

the purpose of assisting the employee in the presentation of the matters under investigation. The investigating supervisor has not duty to bargain with the representative.

(d) the representative will not interrupt or interfere with the interview process.

(e) the employee must personally respond to all questions during the interview.

(f) the decision to be represented is the employee's alone. The labor unit does not have an independent right to be present without the employee's permission.

F. Investigative Tools and Resources. In addition to interviews of the employees and witnesses, the Chief of Police may require other activities in support of a complaint investigation or internal investigation, including:

1. Medical and Laboratory Examination – the Chief of Police or a designee may require a department employee to submit to a test for alcohol or drug use while on duty. The results may be used in a disciplinary hearing. Refusal to submit to the examination will be grounds for disciplinary action for insubordination, and may result in the employee's dismissal.
  - a. If the employee is believed to be under the influence of alcohol or self-administered drugs, he/she may be compelled to submit to a chemical blood test. The test shall be administered under medical supervision where hygienic safeguards are met. The subject employee's supervisor shall witness the drawing of the blood sample. The sample will be handled using the same safeguards as evidence in a criminal process. The employee may be suspended with pay until the results of the test are made available to the Chief of Police.
  - b. If an employee refuses to submit to a chemical test, the Chief of Police will immediately suspend the employee with pay, and initiate an administrative investigation for insubordination.
2. Photograph Identification Procedures – photo lineups will be used when possible.
  - a. All employees shall have their pictures taken. Pictures of employees will be maintained in a separate file maintained by the Chief of Police or designee.
  - b. Photographs or videotape pictures of employees, whether known to the employee or not, may be taken for the purpose of administrative investigations when it relates to the employee's job and the employee's alleged involvement in misconduct.
3. Polygraph Examinations - All police personnel shall be required to submit to an administrative polygraph during the course of an administrative investigation when ordered to do so by the Chief of Police or a superior officer with the authorization of the Chief of Police.
  - a. The Chief of Police or a designee may order an employee to take an administrative polygraph when the employee is the subject of an internal investigation.

- b. The results of the polygraph examination will not be used as the sole basis for disciplinary action against any employee.
- c. Any polygraph examination administered under the provisions of this policy and procedure shall be administered by an individual who is licensed to administer polygraph examinations in the state of Oklahoma or an examiner from another law enforcement agency in the state of Oklahoma.
- d. Refusal to submit to a polygraph examination or to answer all questions pertaining to the charges in the polygraph examination shall be grounds for disciplinary action for insubordination and may result in dismissal from the department.
- e. In order to comply with federal right against self-incrimination, the following information must be provided to the employee before submitting to such an examination.
  - (1) the nature of the inquiry, the name and rank of the investigator, and the name and rank (if any) of any person present during the examination.
  - (2) if the examination is being used for an administrative investigation, their statements will not be used to criminally prosecute them.
  - (3) if employee(s) refuse to take the administrative polygraph examination or refuse to answer any questions during such examination, such refusal shall be grounds for disciplinary action for insubordination, which may include dismissal.
  - (4) the polygraph examination Acknowledgment of Rights form must be initialed and signed in the spaces indicated. The release waiver does not have to be signed by the employee due to his/her being compelled to take the polygraph.
- f. When both the complainant and the involved employee(s) are required to take a polygraph, the complainant will be required to take the polygraph first.

G. Adjudication of Complaints

- 1. The Chief of Police or a designee will classify each allegation of the investigative results of all complaints as follows:
  - a. UNFOUNDED – The allegation is false, or did not occur as reported.
  - b. EXONERATED – The incident occurred but was lawful, proper and within policy.
  - c. NO SUSTAINED – There is insufficient evidence to clearly prove or disprove the allegation(s).
  - d. SUSTAINED – The allegation(s) are true.
  - e. NOT INVOLVED – The employee was misidentified or not involved in the alleged incident.
  - f. NON-COOPERATION – The complainant failed to cooperate fully with the

investigation.

- g. FALSE COMPLAINT – The investigation revealed that the allegation(s) were made with the malicious intent to impeach the honesty, integrity, or reputation and/or to cause injury, duress or hardship to the employee(s) or the City. (Any investigation where the allegation(s) are closed with a finding of a false complaint, and with the approval of the Chief of Police, shall be submitted to the appropriate prosecuting agency for review of possible criminal charges. A member of the Police Department management shall accomplish the submission preparation.
- h. POLICY FAILURE – If the investigator identifies a policy failure, they shall include in the recommendations that the policy be revised, along with providing a suggested revision.

## 2. Employee Review.

- a. After the investigation has been completed, and the Findings Letter has been issued, if requested by the employee who received discipline or corrective action, the investigator shall review the investigation with the accused/involved employee and answer questions in regard to any information included in the investigative report.
- b. The accused/involved employee shall be allowed to review the entire investigative report, excluding those portions determined by the Department to be CONFIDENTIAL and not subject to disclosure.

## 3. Findings and Recommendations.

- a. The investigator will record the facts of the case, and conclusions resulting from those facts obtained.
- b. The investigator will make recommended findings on the allegations investigated or found (i.e. Sustained, Not Sustained, etc.)
- c. The investigator (unless he/she is the involved employee's direct supervisor) shall not make any recommendations as to proposed corrective action (discipline, training, counseling, etc.).
- d. The final decision regarding findings will be made by the Chief of Police or a designee.

## 4. Notifications

- a. The Office of the Chief of Police, or the Professional Standards Unit will notify the complainant, and all persons who have received an NOI (Notice of Investigation), that the investigation is complete.
- b. The Chief of Police may forward the investigation, with recommended findings to the subject employee's Commanding Officer for recommendations regarding action needed.
- c. The Commanding Officer will decide at what level the investigation should be



reviewed in his/her command, and ensure that reviews occur in a timely manner.

5. Time Requirements

- a. 60 day Assignments. All investigations shall normally be completed within sixty (60) days from the date the Chief of Police assigns the initial investigation assignment.
- b. Status Reports. Written or emailed status reports are due to the Chief of Police every thirty (30) until the investigation is completed and submitted. Copies of each status report are to be included in the case file.
- c. Extensions. If requested by the investigator in writing or by email, for good cause, the Chief of Police may grant extensions to the sixty (60) day completion requirement. Extensions may be approved up to thirty (30) days per extension. Copies of any extensions granted are to be included in the case file.
- d. Employee Notification. Every thirty (30) days, all involved employees shall be notified of the status of the investigation. The notifications shall be in a departmental memorandum or email format, and a copy shall be included in the case file.
- e. Complainant Notification. The complainant shall be notified at the sixty (60) day point, or earlier if the investigation is completed prior to that time. Notification to the complainant shall be accomplished through verbal/oral contact or via a letter. A record of complainant notification shall be included in the case file.
- f. Written Verification to Complainants.
  - (1) With the exception of anonymous complaints, investigators will provide written verification to the complainant(s) within fourteen (14) calendar days that the complaint has been received for processing.
  - (2) A copy of the verification to the complainant will be maintained in the case file.
  - (3) Informational brochures may be provided to the complainant at the time the complaint is received to satisfy the requirements of this section. The brochure may also be mailed to the complainant.
- g. Findings Letter. Upon completion of the entire investigation, the Chief of Police or PSU will approve a findings letter to the complaint. This letter will contain the following:
  - (1) the allegations and findings of the investigation.
  - (2) a brief definition of the various terms , and,
  - (3) the action or type of action that will be taken.

H. Disposition of Complaints

1. The Ardmore Police Department will maintain a record of all complaints against the department or its employees. These records will be maintained by the Chief of Police, a

designee, or the Professional Standards Unit, who will properly secure them separate and apart from personnel records or records in the Records Section.

2. Records and Tracking.

- a. Formal and Informal Complaints, as well as all inquiries will be logged in and maintained by the Professional Standards Unit and issued a number. Each category will be classified and maintained separately.
- b. A control/tracking number will be issued to each type of complaint or inquiry.

3. Confidentiality.

- a. The information received during the investigation will be held in strict confidentiality.
- b. All statements that are recorded and any transcriptions resulting from them will be maintained with the case file.

4. Legal Issues and Liaison.

- a. When investigating alleged criminal conduct, the Chief of Police, a designee, or the investigator will maintain close liaison with the prosecuting authority.
- b. Where liability or policy issues are a concern, the Chief of Police shall maintain close liaison with the City Attorney.

I. Record Keeping.

1. The Professional Standards Unit, under the direction of the Chief of Police will establish a system for the receipt, investigation and determination of complaints and inquiries from any person against police employees or the department.
2. The Professional Standards Unit files will be maintained under strict control.
3. Access to the Professional Standards Unit files is limited to only those individuals assigned to that function and those authorized by the Chief of Police.
4. Unauthorized disclosure of information contained within the Professional Standards Unit files is strictly forbidden. Violations may result in severe disciplinary and potentially criminal action.
5. All summary data regarding Professional Standards Unit cases will be carefully and accurately logged into a records keeping system. Only PSU assigned personnel or those individuals authorized by the Chief of Police will access this information.
6. The PSU will issue a summary report on complaints and inquiries on an annual basis.

J. Investigative Check List.

1. Supervisors taking complaints, conducting inquiries into a complaint, or making recommendations on employee misconduct should use the PERSONNEL

INVESTIGATION CHECKLIST to guide their inquiries.

2. Some deviation in the use of the PERSONNEL INVESTIGATION CHECKLIST may occur as necessary and appropriate according to the circumstances of the individual case.
3. The completed PERSONNEL INVESTIGATION CHECKLIST shall become a part of the investigative report as an attachment.

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**STANDARDS:**



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David Leonardo, Chief of Police

April 7, 2008

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Date Approved

Ardmore Police Department  
Policy 05-03, Administrative Investigations and Discipline  
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Editor: D. Leonardo



**Ardmore Police Department**  
23 S. Washington  
Ardmore, OK 73401



Date: August 15, 2009

No. of Pages: 6

Chapter 02, Policy 01

**POLICY: 02-01 LAW ENFORCEMENT ROLE**

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**I. POLICY**

It is the policy of the Ardmore Police Department to manage its' employees and resources in a manner that maximizes operational efficiency and service to our citizens within the constraints set forth by Federal and State laws and municipal ordinances. This philosophy is set forth in the Department's Mission Statement.

**II. MISSION STATEMENT (12.2.1a)**

The Ardmore Police Department is committed to providing the highest quality police services by working in partnership with the community to create permanent solutions to problems and enhance the quality of life in Ardmore while maintaining respect for individual rights and human dignity.

**III. ORGANIZATIONAL VALUES (12.2.1a)**

- A. We are committed to providing the highest quality of professional law enforcement service to the community with the goal of enhancing the quality of life within the City of Ardmore.
- B. We are committed to working in partnership with the community and each other to identify and resolve issues which impact public safety.
- C. We are committed to empowering our members and the community to resolve problems by creating an environment that encourages solutions that address the needs of the community.
- D. We are committed to nurturing the public trust by holding ourselves accountable to the highest standards of professionalism and ethics.
- E. We are committed to respecting individual rights, human dignity, and the value of all members of the community and the agency.

**IV. STATEMENT OF NON-DISCRIMINATION**

- A. It is the policy of the Ardmore Police Department to provide the highest level of police service to all citizens without regard to race, color, creed, ethnic origin, gender, age, or physical or mental disability. No member of the agency shall engage in any activity that serves to harass, intimidate, belittle or otherwise abuse any person because of that person's race, ethnic background, gender, age or disability. (1.2.9a)



- B. Employees who feel they are a victim of a discriminatory act or harassment as a result of their race, ethnic background, gender, age or disability by any other employee should report the incident directly to the Chief of Police or the Human Resources Director.  
(26.1.3)

## **V. LAW ENFORCEMENT CODE OF ETHICS (1.1.2)**

All personnel shall abide by the Law Enforcement Code of Ethics and shall receive, at a minimum, ethics training every two years.

### **Article 1. Primary Responsibility of Job**

The primary responsibility of the police service, and of the individual officer, is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The law enforcement officer always represents the whole of the community and its legally expressed will and is never the arm of any political party or clique.

### **Article 2. Limitations of Authority**

The first duty of a law enforcement officer, as upholder of the law, is to know its bounds upon them in enforcing it. Because they represent the legal will of the community, be it local, state or federal, they must be aware of the limitations and proscriptions which the people, through law, have placed upon them. They must recognize the genius of the American system of government, which gives to no person, group of persons, or institution, absolute power, and they must ensure, as prime defenders of the system, to not pervert its character.

### **Article 3. Duty to be Familiar With the Law and With Responsibilities of Self and Other Public Officials**

The law enforcement officer shall assiduously apply themselves to the study of the principles of the laws which they are sworn to uphold.

They will make certain of his or her responsibilities in the particulars of their enforcement, seeking aid from his or her superiors in matters of technicality or principle when these are not clear to him or her; he or she will make a special effort to fully understand his or her relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

### **Article 4. Utilization of Proper Means to Gain Proper Ends**

The law enforcement officer shall be mindful of his or her responsibility to pay strict heed to the selection of means in discharging the duties of his or her office. Violations of law or disregard for public safety and property on the part of the officer are intrinsically wrong; they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

## **Article 5. Cooperation with Public Officials in the Discharge of Their Authorized Duties**

The law enforcement officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. He shall be meticulous, however, in assuring himself of the propriety, under the law, of such actions and shall guard against the use of his or her office or person, when knowingly or unknowingly, in any improper or illegal action. In any situation open to questions, he or she shall seek authority from his or her superior officer, giving him a full report of the proposed service or action.

## **Article 6. Private Conduct**

The law enforcement officer shall be mindful of his or her special recognition by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing disrespect for the law, or seeking to gain special privilege cannot but reflect negatively upon the police officer and the police service. The community and the service require the law enforcement officer lead the life of a decent and honorable person. Following the career of a police officer gives no person special perquisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon this tradition will not degrade it, but will so conduct his or her private life as to be regarded by as an example of stability, fidelity, and morality.

## **Article 7. Conduct Towards the Public**

The law enforcement officer, mindful of his or her responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. The law enforcement officer shall conduct his or her official life in a manner such as will inspire confidence and trust. Thus, he or she will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in awe of, nor a right to command him or her. The officer will give service where reasonably possible and require compliance with the law. He or she will act neither from personal preference or prejudice but rather as a duly appointed officer of the law discharging his or her sworn obligation.

## **Article 8. Conduct in Arresting and Dealing with Law Violators**

The law enforcement officer shall use his or her powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. His or her office conveys no authority to prosecute the violator or to mete out punishment for the offense. The officer shall, at all times, have a clear appreciation of his or her responsibilities and limitations regarding detention of the violator and shall conduct him or herself in a manner as will minimize the possibility of having to use force. To this end, he or she shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law-abiding.

## **Article 9. Gifts and Favors**

An employee shall not use their position, badge, or uniform to solicit or accept gifts or gratuities that could, in the public mind, be interpreted as capable of influencing his judgment in the discharge of his duties or that would reflect favoritism by the employee or department towards any particular person, group, or business. This policy does not prohibit:

- (1) Unsolicited discounts of services offered to all officers or employees so long as the employee does not profit by reselling the item or offering the service to another.
- (2) Acceptance of awards, including money, given to an employee by a publicly recognized organization in recognition of outstanding service or achievement.
- (3) Acceptance by an employee of money or gifts on behalf of the department with approval of any command level supervisor. Such items accepted shall be of benefit to the department as a whole or for some worthy cause that is sponsored in whole or in part by the department.

Disposition of Unauthorized Gifts – Any unauthorized gift, gratuity, reward or other material benefit which comes into the possession of any employee shall be forwarded to the chief.

- (1) The chief shall consult with legal counsel and a determination made whether to arrange for the return of the gift and/or initiate an investigation against the giver.
- (2) The employee involved shall be notified in writing of the disposition.

#### **Article 10. Presentation of Evidence**

The law enforcement officer shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. He or she shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, he or she will ignore social, political, and all other distinctions among the persons involved, strengthening the integrity of an officer's word.

#### **Article 11. Attitude Toward Profession**

The law enforcement officer shall regard the discharge of his or her duties as a public trust and recognize his or her responsibility as a public servant. By diligent study and sincere attention to self-improvement he or she shall strive to make the best possible application of science to the solution of crime and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. He or she shall appreciate the importance and responsibility of his or her office, and hold police work to be an honorable profession rendering valuable service to his or her community and his or her country.

### **VI. POLICE OFFICER OATH OF OFFICE (1.1.1)**

All personnel, prior to assuming sworn status, shall take and subsequently abide by the Police Officer Oath of Office to enforce the law and uphold the Constitution of the United States and that of the State of Oklahoma.

I do solemnly swear that I will support, obey and defend  
the Constitution of the United States of America,  
the State of Oklahoma; That I will discharge my duties  
as a Law Enforcement Officer with fidelity; That I will obey the  
policy and procedures and rules and regulations of the  
Ardmore Police Department to the best of my ability, so help me God.

### **VII. POLICE OFFICER AUTHORITY AND DUTY (1.2.1)**



- A. Ardmore Police Officers shall have the powers, duties and functions as prescribed by the laws of the State of Oklahoma, O.S. Title 11 § 34-101 and the ordinances of the City of Ardmore, Article 1, Section 24-3.
- B. Every Ardmore Police Officer shall meet or exceed the minimum qualifications as set forth in the Oklahoma State Statutes.
- C. Every Ardmore police officer shall, in the performance of his or her official duties and functions, assure that every person is afforded all of the applicable Constitutional rights and safeguards to which they are entitled. These include but are not limited to rights regarding search, seizure, interviews and interrogations, and stop and frisk. (1.2.3a) (1.2.3b) (1.2.4b) (1.2.4f)

## **VIII. USE OF DISCRETION (1.2.7)**

Department policies and procedures are based on the requirements imposed by City, State, and Federal governments and other law enforcement facts of law, as well as organization and the time tested experiences of Department employees. It is the responsibility of supervisors to direct subordinates to perform their job duties within the parameters of established policies and procedures and to use proper judgment and discretion in situations not specifically covered in the policies and procedures of the Ardmore Police Department. (11.3.2)

## **IX. OBEYING LAWFUL ORDERS (12.1.3)**

- A. Every Ardmore Police employee shall obey any lawful order from a superior, including any order relayed from a superior by an employee of the same or lesser rank.
- B. Any employee who receives an order from a superior that conflicts with any previous order or instruction will advise the superior who issued the second order of the conflict. Responsibility for resolving the conflict rests with the supervisor who issued the second order.
  - 1. In the event neither issuing supervisor can be readily advised concerning conflicting orders, the employee will carry out the most recent order and advise a supervisor of the conflict as soon as practical.

## **X. COOPERATION WITH OTHER ENTITIES**

The primary purpose of law enforcement is the protection of the public. Therefore, Ardmore Police Employees shall make every lawful and reasonable effort to cooperate fully with other entities in the course of their daily duties. This shall include but not be limited to cooperation with other law enforcement entities, medical and fire personnel, and local, state, and federal government entities.

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**Standards:** 12.1.3, 11.3.2, 1.2.7, 1.2.3a, 1.2.3b, 1.2.4b, 1.2.4f, 1.2.1, 1.1.1, 1.1.2, 26.1.3, 1.2.9a, 12.2.1a.





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David Leonardo, Chief of Police

August 10, 2009

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Date Approved

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